DD/S 72.2830

D D / S R E G I S T R *

F I L E _Training 1_

1 4 JUL 1972

MEMORANDUM FOR: Senior Training Officers

SUBJECT   : Information Science Training Program
                     for FY 1974

1. As the result of the recommendation in 1965 of the
President's Foreign Intelligence Advisory Board (PFIAB), and a
follow-up study by a USIB committee, the DCI requested the
Department of Defense to develop and support a program of Infor-
mation Science training for the benefit of all USIB agencies and
departments. Thus, the Information Science Center (ISC) was
established in 1967 at the facilities of the Defense Intelligence
School (DIS). In 1970 CIA detailed two staff members to augment
the faculty of the ISC. In early 1972 DIA announced that it would
be necessary to withdraw their financial and personnel staffing
support to this project because of heavy DOD budget cuts.

2. The Office of Training (OTR) has been tasked by the
Executive Director-Comptroller and the Deputy Director for Support
with the responsibility for, (a) salvaging sufficient ISC faculty,
program and facility resources to permit a Information Science
Training Program in FY 1973 and, (b) determining the Agency's longer
range training requirements. Announcements of FY 1973 courses are
being prepared and will be distributed this week. This FY 1973
program will contain a series of shortened and otherwise modified
versions of recent ISC course offerings. Also, Information Science
and Management Science subjects will be inserted in such key OTR
programs as the Senior Seminar and the Midcareer, Intelligence Pro-
duction, and Intelligence and World Affairs courses.

3. In FY 1974 emphasis will be on improving and expanding the
inputs in OTR courses. Additionally, there may be a capability to
provide separate courses in certain Information Science and Management
Science subject areas. The courses under consideration are outlined
in the Attachment. It is essential for planning purposes that we
receive from your various offices their best estimates of participation
in these programs.

MORI/CDF Pages 1-5

SUBJECT: Information Science Training Program for FY 1974

4. Information Science may be defined as the body of know-
ledge and the methodology dealing with systematic and scientific
solutions to intelligence and intelligence support tasks. It
combines the approaches used in the disciplines of Systems Analysis,
Operations Research and Computer Systems, and such methods as Queuing,
Network Analysis, Simulation, Linear Programming, Correlation and
Regression Analysis, Statistics, Modeling, and Probability. Management
Science refers to the application of Information Science methods to
the functions of planning, organizing, controlling and decision-making.

5. All instruction will be presented in intelligence and intelli-
gence management contexts utilizing, if resources permit, a practical,
"hands-on", computer terminal teaching approach. Course offerings will
be designed for personnel at all levels who need to know the applications
of Information Science to intelligence and intelligence support tasks,
including the ability to interface effectively with specialists on
information handling systems supporting, or otherwise affecting their
responsibilities. As such these courses and course inputs are specifically
designed for non-specialist systems users. They are not directed toward
systems specialists.

6. If there are any questions with respect to the Attachment,
please phone the Admissions, Information and Records Branch, OTR,
Extension

7. We would appreciate your responses by 1 August 1972.

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HUGH T. CUNNINGHAM
Director of Training

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ATTACHMENT

MEMORANDUM FOR: Director of Training

ATTENTION   :   Admissions, Information and Records Branch
                   (OTR/ISS/AIR), Room 1036, Chamber of
                   Commerce Building

FROM   :   _____ (Office Concerned)

          Listed below are the best estimates of this office of student
enrollments in FY 1974 for the courses described:

<table>
<tr><td>Course</td><td>Number of Enrollments
in FY 1974</td></tr>
<tr><td>A. Information Science for Intelligence
(Functions Course)</td><td>_____</td></tr>
</table>

A six-week course for professional
intelligence personnel teaching skills
in the applications of Information
Science to intelligence collection,
production and support tasks. It
includes Systems Analysis, Computer
Applications, and Operations Research
Techniques such as Storage and
Retrieval, Linear Programming,
Queuing, Bayesian Analysis, Value
Analysis, Probability, etc. The
course is presented in the context of
the intelligence collection, pro-
duction and support functions of the
Agency. Practical, "hands-on" teaching
techniques are utilized. Two years
intelligence experience is desired
but not essential. An engineering or
mathematics background is unnecessary.
(Grade range -- GS-09 through 14)

	Course	Number of Enrollments in FY 1974

B. Management Science for Intelligence

A one-week course for middle and senior
level managers emphasizing the appli-
cations of Information Science methods
to management tasks. It teaches
systematic and quantitative management
methods. Course emphasis is on conveying
to the student an appreciation of the
capability, applicability and limitations
of Management Science methods. The
student is introduced to the use of
computer terminal but skills are not
developed. (Grade range -- GS-12 to 15.
Special courses can be offered for
grades GS-16, 17 and 18.)

C. Systems Analysis for Intelligence

A two-week course in Systems Analysis
Techniques for intelligence professionals.
It incorporates much of the Information
Science material of the Functions Course
(see paragraph 1, A) but is reduced in
scope and depth. Practical exercises are
utilized and elementary skills are developed.
(Grade range -- GS-09 through 14.)

D. Survey of Intelligence Information Systems

A three-week course for intelligence
officers designed to provide an overview
of the information handling systems of
the various agencies of the Intelligence
Community. It surveys the content, services,
capabilities, and limitations of these
systems. It includes visits to CRS, NPIC,
DIA, and NSA. It teaches elementary skills
in the use of storage and retrieval and
on-line terminals and the application of
these skills to intelligence tasks.
(Grade range -- GS-09 through 15.)

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	Course	Number of Enrollments in FY 1974

E. <u>Workshops in Intelligence System</u>
<u>Applications</u>

    Two- or three-week special courses
designed to meet the unique Infor-
mation Science training requirements
of highly functional areas of appli-
cation. These can be tailored to
meet the such special needs as Indi-
cations and Warning, Finance, Current
Intelligence, Clandestine Services.
(Grade range -- as desired by customer
office.)

F. <u>Any Other Information Science or</u>
    <u>Management Science Course</u> desired
    by customer office for non-systems
    specialist and non-technical personnel.
    (Describe)

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G. Any other comments:

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SPECIAL BULLETIN

O F F I C E   O F   T R A I N I N G

No. 14-72   11 July 1972

To: All Training Officers of the Agency

INFORMATION SCIENCE TRAINING PROGRAM

The executive responsibility for the USIB sponsored Information
Science Program, formerly under the Defense Intelligence Agency, has
been assumed by the Central Intelligence Agency. Extensive efforts
are underway to present short one-to-four week courses in information
science during FY 1973 for the Agency and the Intelligence Community.
Under the Office of Training the new program will present three
courses given [   ] for representatives from CIA and other STAT
members of the Intelligence Community. It will also present one-
to-three day segments within selected internal Agency courses.

The first course to be offered is "Application of Information
Science to Intelligence Functions." This course is designed to
introduce to career intelligence professionals the basic elements
of the interdisciplinary field of Information Science. The course
material is readily understood by those with no technical or
scientific education or training. A professional level (GS-9-14)
assignment in intelligence is the only prerequisite.

Each student is taught to use and "converse" with a computer
terminal, as a basic tool in his work. He is given a fundamental
knowledge of computer systems, systems analysis and design, operations
research, probability theory, statistics, information storage and
retrieval systems, modeling, gaming and simulation--the basic concepts
of the technology of information science. Time will be devoted to
exercises and case studies in which the student gains experience in
applying to an actual, logically synthesized, intelligence problem
such techniques as linear programming, queuing, network analysis,
correlation and regression, etc. In the last week of the course,
the analyst will participate in intelligence problem exercises in
which he will employ the techniques and procedures learned.

Objectives: Particular attention has been given, in the design of
this course, to meeting firm objectives of significant value to the
student. These objectives are:

a. To familiarize the student with the terminology and basic
techniques of information science.

(Over, please)

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b.   To develop the student's capability to identify and
define problems in his professional intelligence field by using
information science techniques and to solve such problems at
the elementary level.

c.   To improve the student's communications capabilities
in conferring with information science professionals on more
difficult problems and requirements.

d.   To encourage the student to pursue the development of
his own, and his component's, information science resources
and capabilities.

e.   To provide a wider range of rational choices to the
professional in the analysis, problem solving and decision
making tasks of his functional area of responsibility through
his introduction to the basic tools and language of information
science.

DATES   11 September - 6 October 1972
                         0900 - 1600 4 weeks full-time
                                                                    STAT

REGISTRATION   Form 73, "Request for Internal Training," should
                         be submitted to OTR/ISS/AIR, Room 1036, Chamber
                         of Commerce Building, by 25 August 1972, through
                         the Training Officer. For information on
                         registration call OTR/ISS/AIR,
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